

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

<b>Policy Subject: Family Day</b>	<b>Related Policies: CTP30, CPT32</b>
<b>Policy Number: CTP 33</b>	<b>Standards/Statutes:</b>
<b>Effective Date: February 14, 2007</b>	<b>Page 1 of 3</b>

**PURPOSE:** To outline the procedures and patient/guest expectations regarding Saturday Family Day participation.

**POLICY:** Patients are encouraged to invite significant others to participate in the Saturday Family Day activities.

**PROCEDURE:** There is an established process as to how to do this as well as expectations that involve both patient and invited guests.

I. Patients are oriented to the family Day procedures during their first week at MCDC by their counselors and other staff as appropriate.

II. Patients ~~do not~~ may invite significant others to Family ~~day~~ after their first week of admission treatment. Exceptions may be approved by the team.

III. ~~Invitations are made to guests~~ Only guests 16 years of age or older are allowed to attend family day. Exceptions may be approved by the team. (Children visitation is arranged separately per policy CTP32: Parent/Child Visitation and Education.)

IV. A Visitor Request Form is completed and submitted by the patient to his/her counselor by the Wednesday prior to the Saturday of attendance request.

V. If approved and after assurance that a release of information is in place for each guest, the counselor completes and submits the form for review at the Thursday morning Clinical Meeting. Request for exceptions to guest limitations, age and numbers, may be made at this time.

VI. Each form must be completed fully and include the family assignment given to the patient. Patients that do not have an assignment are not allowed to participate in the Saturday Family Group.

VII. The forms are given to an appointed TA after the staff meeting Thursday and they will double check ROIs and print up the visitation list and distribute the forms at Friday's staff meeting for the Saturday team. They can then be doubled checked for accuracy.

VIII. An additional list will be printed up for the patients. This list will include the first name and last initial of the patient who has an approved visitor coming and how many visitors have been approved for that visit. Theses will be posted in the hallway bulletin board on Friday.

IX. This way the patients are clear on who is coming and so is the staff. If there are any issues about the visits the patients will be able to settle this with their counselor on Friday and the Saturday team doesn't have to settle any confusions or miscommunications.

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X. Patients are directed to inform their approved guests of the Family Day proceedings. This included arrival time at 9:45 am, expectation of full day attendance at lecture, group and informal visitation at the end of the day with termination of Family Day at 4:00 p.m.

XI. Arrivals after 10:00 a.m. are refused entry unless approval is given by staff following a phone call by the arriving guest(s) with reasons for lateness.

XII. Guests leaving the facility during non-approved times will not be allowed to reenter the facility.

XIII. Patients are directed to request that any items brought for them by their guests should be presented at the morning check-in. (Saturday staff may make exceptions per policy CPT30: Patient Belongings Received after Admission.) No food items or personal items with alcohol content will be allowed. Phone cards and cash will be given directly to patient from guest.

XIV. Guests will be allowed in designated areas only which includes use of specific rooms for meetings and visitations. Bathrooms located on the first floor will be used by guests only and guests cannot be accompanied by patients.

XV. Guests are directed to leave personal belongings in their locked vehicles.

XVI. Any guest that appears under the influence will be asked to leave the facility.

XVII. Family Day Schedule

- A. Arrival and check in is 9:45 a.m. (Confidentiality forms signed, Guest List checked, Patient items checked in **and family orientation is conducted.**)
- B. 10:00 a.m. Family Education (Inclusion in Saturday Lecture geared toward family issues; every 2<sup>nd</sup> and 4<sup>th</sup> Saturday at 10:30, guests will be participate in an Alanon Meeting.)
- C. 11:00 a.m. Lunch (Guests leave the building for lunch on their own).
- D. 12:30 p.m. Guests return and a brief check **in session** will occur **involving a** question and Answer period **for the families.** ~~occurs if necessary.~~
- E. 1:00 p.m. Patients join guests. (Brief process of lecture and orientation to afternoon activities are reviewed.)
- F. 1:15 p.m. Assignment time begins. (Patient and guests will break into small groups in which assignments are reviewed and discussed.)
- G. 2:30 p.m. Group reconvenes into large group and debriefing occurs.
- H. 2:45 p.m. Informal visitation in designated areas only ~~occurs.~~

I. 4:00 p.m. Guests leave

J. The conference room is cleaned and rearranged back to its initial condition.

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Revisions: Rev Dates

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Approved By: \_\_\_\_\_  
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